

**SECRET**

DD/A Registry

4801/1-83

16 NOV 1983

MEMORANDUM FOR: Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education


90-9

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: New Communications Services Requirements  
FY 1986 through FY 1990

The annual request from the Director of Communications for requirements for new communications services is attached. Please follow the instructions in the memorandum and submit your requirements to the DA Management Staff by 2 December 1983. If there are any questions, please call Doris Feinsilber on extension 5226 or 33-7545.

25X1

  
Harry E. Fitzwater

Attachment

25X1/MS  (16 Nov 83)

Orig & 7 - Adses (w/att)  
1 - HEF Chrono (w/o att)  
1 - DDA Subject (w/att)  
1 - DDA Chrono (w/o att)  
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1 - DDA/MS Chrono (w/o att)

**SECRET**

This document becomes UNCLASSIFIED  
when separated from attachment.

S E C R E T

DDA Registry  
83-4801

988

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: 

Director of Communications

SUBJECT: New Communications Services Requirements,  
FY1986 through FY1990

1. For FY1986, as in previous years, the Office of Communications will continue to program and budget for those services, with some modest increases, included in its base program. We recognize that the Offices in the Directorate may have requirements for communications services in addition to those currently being satisfied. To assist the Offices and OC in planning for these services, please identify to the Office of Communications those needs for enhanced or new communications services. OC will cost these requirements and return to them information that should be included in their program proposal for FY1986-90.

2. The Offices' requirements for enhanced levels of services or for communications services for new initiatives should be submitted to the Office of Communications by 09 December in the format outlined in the attachment to this memorandum. Receiving their needs by this date will provide OC with sufficient time to prepare and forward to them cost estimates for the new requirements by 17 February 1984. This will allow the operating components to include these estimates in the format specified by FY1986 Program and Budget Call.

3. As a follow-on to the new requirements solicitation performed two years ago for FY1984, OC representatives will be contacting members of the Offices' staffs, as appropriate, concerning the status of communications initiatives programmed and now funded in FY1984. This information will assist OC in planning support for these programs.

S E C R E T

S E C R E T

SUBJECT: New Communications Services Requirements, FY1986  
through FY1990

25X1 4. For your and the Offices' information, standard communications services (black telephone, secure voice and a wide range of secure data transmission equipment) required for the new headquarters building will be programmed in a new headquarters building support initiative. However, any special or unique communication needs for the new building over and above the standard services are to be programmed by the operating component. These "special" services need to be identified in their submissions due to OC on 09 December. [redacted]

25X1 5. The new communications requirements activity is being coordinated within OC by the Management and Liaison Staff/ Requirements and Analysis Group. If there are any questions, please call [redacted] As in  
25X1 past years, OC representatives are prepared to assist members of  
25X1 the Offices' staffs with the new requirements as necessary. [redacted]

[redacted]

Attachment:  
As stated

S E C R E T

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NEW COMMUNICATIONS SERVICES

REQUIREMENTS

FORMATTING INSTRUCTIONS

1. Please submit requirements in the attached format.
2. Assign an office requirement number indicating Directorate, office, requirement number and program year. See example in upper right-hand corner.
3. Indicate whether the communications service is to be an enhanced service to an ongoing program or in support of a new initiative.
4. As in previous years, a priority rank of each requirement should also be assigned.
5. Classify as appropriate.

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S A M P L E

REQ. NUMBER: TSD-01/85

OFFICE RANK: 1 of 1

OFFICE: OSO/OG/TSD

TITLE: Secure Teletype Communications

REQUIREMENT:

TSD has a requirement for secure teletype communications between OSO/TSD and three contractor facilities in FY-86. XYZ, Inc., ABC Systems, and MNO Data, Inc. (Enhanced service to ongoing program.)

JUSTIFICATION:

Above facilities have contracts associated with highly sensitive operations and secure communications is required.

TIME REQUIREMENT:

FY-86

IMPACT OF LACK OF SERVICE ON OTHER PROGRAMS:

Lack of service will impact scheduled deliveries due to Program XXX.

CONTACT:

Name:

Office:

Telephone:

[Redacted contact information box]

S A M P L E